



# Foreign Affairs Manual

## 3 FAM – Personnel

Change Transmittal: PER-680

Date: July 23, 2012

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## 3 FAM 3430 HOME LEAVE

### Changes

1. This Change Transmittal issues the following revisions to 3 FAM 3430:

- **3 FAM 3431.2, Eligibility:** This section dealing with home leave requirements of the foreign affairs agencies is completely revised;
- **3 FAM 3433.1, Fewer Than 18 Months of Continuous Service Abroad:** This completely revised section deals with home leave for individuals with less than 18 months of continuous service abroad under certain conditions;
- **3 FAM 3433.3, Eligibility of Family Members:** When an employee is transferring from a foreign post to an onward unaccompanied assignment and is taking home leave prior to traveling to the onward assignment, qualifying EFMs are eligible for paid travel to their home leave address and for additional travel orders to their involuntary separate maintenance allowance location, if such additional orders are necessary;
- **3 FAM 3434.2, Minimum:** A minimum of 10 days of home leave is required for employees whose period of service is between 12 and 24 months at a post experiencing extraordinary circumstances as designated by the Director General. Employees extending their service at such a post to 24 months must take a minimum of 10 days of home leave after 12 months and a minimum of 10 days at the end of 24 months or must forgo home leave at the 12-month point, taking instead not less than 20 days of home leave at the conclusion of the assignment;
- **3 FAM 3434.5, Delayed Home Leave:** Delayed home leave must be

taken as soon as possible after the employee has completed 36 months of continuous service abroad or 12 months of service at a post experiencing extraordinary circumstances as designated by the Director General, except for employees who extend their period of service beyond 12 months at such posts; these employees must take the delayed home leave as soon as possible after the conclusion of the assignment;

- **3 FAM 3435, Home Leave in Connection with an Assignment in the United States:** A minimum of 10 days of home leave is required for employees whose period of service is between 12 and 24 months at a post experiencing extraordinary circumstances as designated by the Director General. Employees extending their service at such a post to 24 months must take a minimum of 10 days of home leave after 12 months and a minimum of 10 days at the end of 24 months or must forgo home leave at the 12-month point, taking instead not less than 20 days of home leave at the conclusion of the assignment;
- **3436, Annual Leave in Lieu of Home Leave at U.S. Government Expense:** Annual leave may not be substituted at the end of the leave year for periods previously charged to home leave, unless a determination is made that a refund of all home leave is required and the employee must have the home leave charge changed to annual leave;
- **3437.6, Scheduling Travel:** Travel to a location in the United States other than the home leave address is permitted on a cost-construct basis using travel to the home leave address of record as the basis for the allowable travel expenses;
- **3 FAM 3438, Charging Home Leave:** Home leave will be charged for all days on which an employee would otherwise work in the basic 40-hour workweek, including any local holidays which occur at the post of assignment while the employee is in the United States or a U.S. Commonwealth or possession. The minimum charge is 1 day and additional charges are in multiples of 1 day. Home leave will not be charged for any day in which an employee spends authorized time in community relations and public affairs activities such as speeches and participation in university seminars and media events. Time spent in such activities, when approved in advance by the foreign affairs agency, is considered performance of duty; and
- **3 FAM 3439, Failure to Return to Service Abroad:** An employee must be indebted for the home leave used if he or she, following the return from home leave taken mid-tour or in conjunction with a follow-on overseas assignment, fails to complete 1 year of the current or new

assignment; or upon returning from service abroad to a domestic assignment, fails to complete at least 6 months of service with the employing agency in the United States or a U.S. Commonwealth or possession.

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Employee Relations Work Life Division (HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 3430 (CT:PER-678; 06-22-2012) and insert revised subchapter 3 FAM 3430 (CT:PER-680; 07-23-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-680, and initial.

## Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.